

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

P. 1 of 4

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACT NO./TASK NO.		JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.		NAS5- 99124	TASK NO. 302	500-315-90-16-89	99
TASK TITLE: (NTE 80 characters; include Project name) SOMO Technology Development Planning and Coordination					
APPROVALS: (Type or print name and sign)					
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)			DATE	ORG CODE	MAIL CODE
Robert M. Savage <i>Robert M. Savage</i>			6/13/00	500	500
BRANCH HEAD			DATE	CODE	PHONE
Dennis Andrucyk <i>Dennis Andrucyk</i>			6/13/00	500	301-286-5386
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)			DATE	CODE	PHONE
for Robert S. Lehair, Jr. <i>Robert S. Lehair, Jr.</i>			6/15/00	560	301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)			CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:
[X] NO [] YES					
The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.				(To be completed by Contracting Officer) C.O. Requested Quote on: Date: JUN 16 2000	
Contractor will develop specification or statement of work under this task for a future procurement. [X] NO [] YES					
Flight hardware will be shipped to GSFC for testing prior to final delivery. [] NO [] YES [X] N/A					
Government Furnished Property/Facilities: [X] NO [] YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)					
Onsite Performance: [X] NO [] YES If yes: [] TOTAL [] PARTIAL If partial, indicate onsite work in SOW by asterisk (*)					
Surveillance Plan Attached: [X] NO [] YES					
Highlighted Contract Clauses: (to be completed by Contracting Officer)					
Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 7/1/00.					
INCENTIVE FEE STRUCTURE (check one) (See Contract NAS5-99124, Attachment K, Incentive Fee Plan)					
	<u> </u> No. 1	<u> </u> No. 2	<u> X </u> No. 3	<u> </u> No. 4	<u> </u> No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%
(To be completed by Contracting Officer)					
The target cost of this task order is \$ <u>66,209</u> .					
The target fee of this task order is \$ <u>4,304</u> .					
The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ <u>70,513</u> .					
The maximum fee is \$ <u>6,290</u> .					
The minimum fee is \$0.					
AUTHORIZED SIGNATURE:					
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"					
<i>Elizabeth J. Austin</i>			<u>6/11/00</u>	CONTRACTING OFFICER ELIZABETH J. AUSTIN	
SIGNATURE OF CONTRACTING OFFICER			DATE	TYPED NAME OF CONTRACTING OFFICER	
CONTRACTOR'S ACCEPTANCE:					
_____ AUTHORIZED SIGNATURE			_____ DATE		

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR

CONTRACT NO./TASK NO.

TASK NO.

AMENDMENT

QSS Group, Inc.

NAS5-

99124

302

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK:

(Continue on blank paper if additional space is required)

See attached Statement of Work.

This is a follow-on to Task 137 under this contract; uninterrupted transition is required.

PERFORMANCE SPECIFICATIONS:

There are no hardware deliverables. See attached Statement of Work for specifications on plans, reviews, and reports.

APPLICABLE DOCUMENTS:

None

TASK END DATE:

10/31/00

MILESTONES/DELIVERABLES AND DATES:

See attached Statement of Work.

PERFORMANCE STANDARDS:

Schedule: On-time delivery/completion of the milestones/deliverables**Technical:** ATR's acceptance of the deliverables

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Robert M. Savage, Code 500, Bldg. 12, Rm. N215

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

Contract NAS5-99124

Task #: **302**

SOMO Technology Development Planning & Coordination

1.0 Description of Work to be performed

The contractor shall provide the materials and labor required to deliver the products and services specified in this statement of work in support of the SOMO/GSFC Technology Program.

1.1 The contractor shall assist in the formulation and coordination of the SOMO/GSFC Technology Program by delivering the following products and services:

- a. Review, comment and provide recommendations about selected technical proposals, reports, and Statements of Work.
- b. Coordination of draft technology development roadmaps, milestone/product schedules and presentation materials.
- c. Preparation and maintenance of databases for technology development projects, including such attributes as performance requirements, customers, missions supported, milestones, and funding profiles.
- d. Preparation of presentations to show GSFC technology development support of customer's strategic goals and objectives, and of Enterprise requirements.
- e. Preparation of diagrams and charts to show program interdependencies between the SOMO/GSFC Technology Program and other NASA and non-NASA programs. This includes flight missions with technical, schedule, and risk dependencies.
- f. Assistance with "Gap-Analyses" in technology program planning to help ensure satisfaction of customer technology requirements.
- g. Input and maintenance of SOMO/GSFC technology development plans, roadmaps, and databases in the Internet-hosted "PostDoc" information sharing system.

1.2 The contractor shall participate in SOMO/GSFC Technology Program Reviews by delivering the following products and services:

- a. Provide general coordination for the ~~Semi~~-Annual Technology Program Review to evaluate program progress at the mid-Fiscal Year milestone.
- b. Provide video conferencing coordination, including attendee notifications, technical services, and event scheduling.

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

Contract NAS5-99124

Task #: **302**

- c. Provide both digital and hard copy of presentation materials and Program Plans to local and remote participants. This includes making the documentation available on the web site, and via postal delivery.
 - d. Assist in preparation of responses to action items that arise from the Program Reviews.
- 1.3 The contractor shall assist with the preparation of technology management procedures, processes and plans.
- 1.4 The contractor shall assist with the preparation and management of the SOMO/GSFC budget for technology development. These services include:
- a. Align budget line items with the resource requirements outlined in the planning documents, including the Program Plan.
 - b. Provide impact analysis of budgetary changes.
 - c. Provide consultations on alternative funding sources and approaches to mitigate the effects of budget reductions, new initiatives, and schedule extensions.

2.0 Milestones/Deliverables and Dates

Progress Reports	Monthly
Items 1.1a-h	Biannually
Items 1.2a-e	March 1, 2000
Item 1.2f	February 1, 2000
Item 1.3	Biannually
Items 1.4a-c	Biannually
Progress Reports	Monthly
Item 1.1a	July 31, 2000
Item 1.1b	August 31, 2000
Items 1.1c-f	September 30, 2000
Item 1.1g	October 31, 2000
Item 1.2a-d	September 30, 2000
Item 1.3	October 31, 2000
Items 1.4a-c	October 31, 2000

3.0 Final Delivery Destination

Bob Savage
 Building 11, Room C200
 NASA/GSFC, Code 500
 Greenbelt, MD 20771